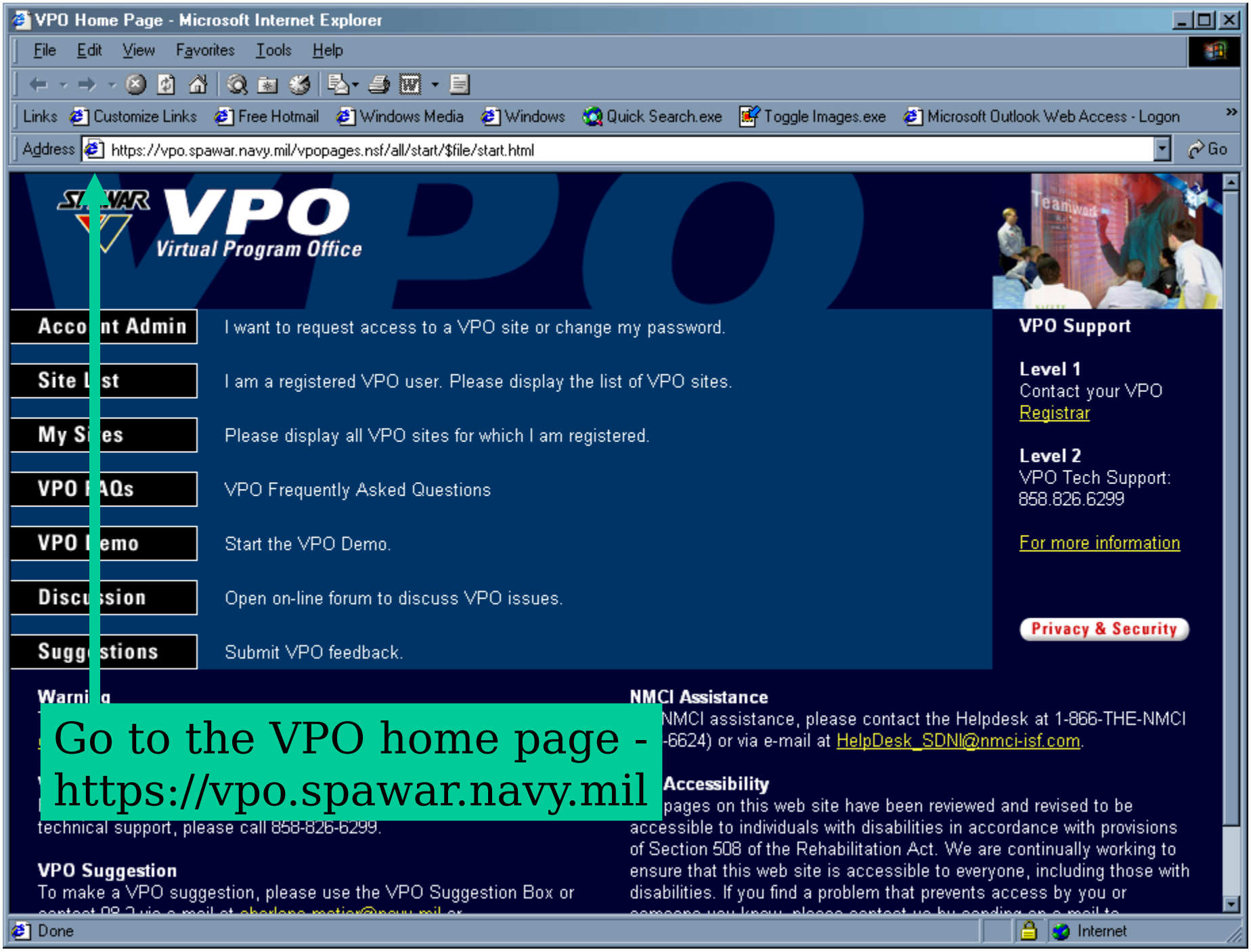
SPAWAR VPO
Virtual Program Office

# How to update your VPO account inform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Address https://vpo.spawar.navy.mil/vpopages.nsf/all/start/$file/start.html
Go
VPO
Virtual Program Office
Acco nt Admin
I want to request access to a VPO site or change my password.
Site l st
I am a registered VPO user. Please display the list of VPO sites.
My Si es
Please display all VPO sites for which I am registered.
VPO I AQs
VPO Frequently Asked Questions
VPO I emo
Start the VPO Demo.
Discu ssion
Open on-line forum to discuss VPO issues.
Sugg stions
Submit VPO feedback.
VPO Support
Level 1
Contact your VPO Registrar
Level 2
VPO Tech Support: 858.826.6299
For more information
Privacy & Security
Warni g
technical support, please call 858-826-6299.
VPO Suggestion
To make a VPO suggestion, please use the VPO Suggestion Box or
NMCI Assistance
NMCI assistance, please contact the Helpdesk at 1-866-THE-NMCI -6624) or via e-mail at HelpDesk_SDNI@nmci-isf.com.
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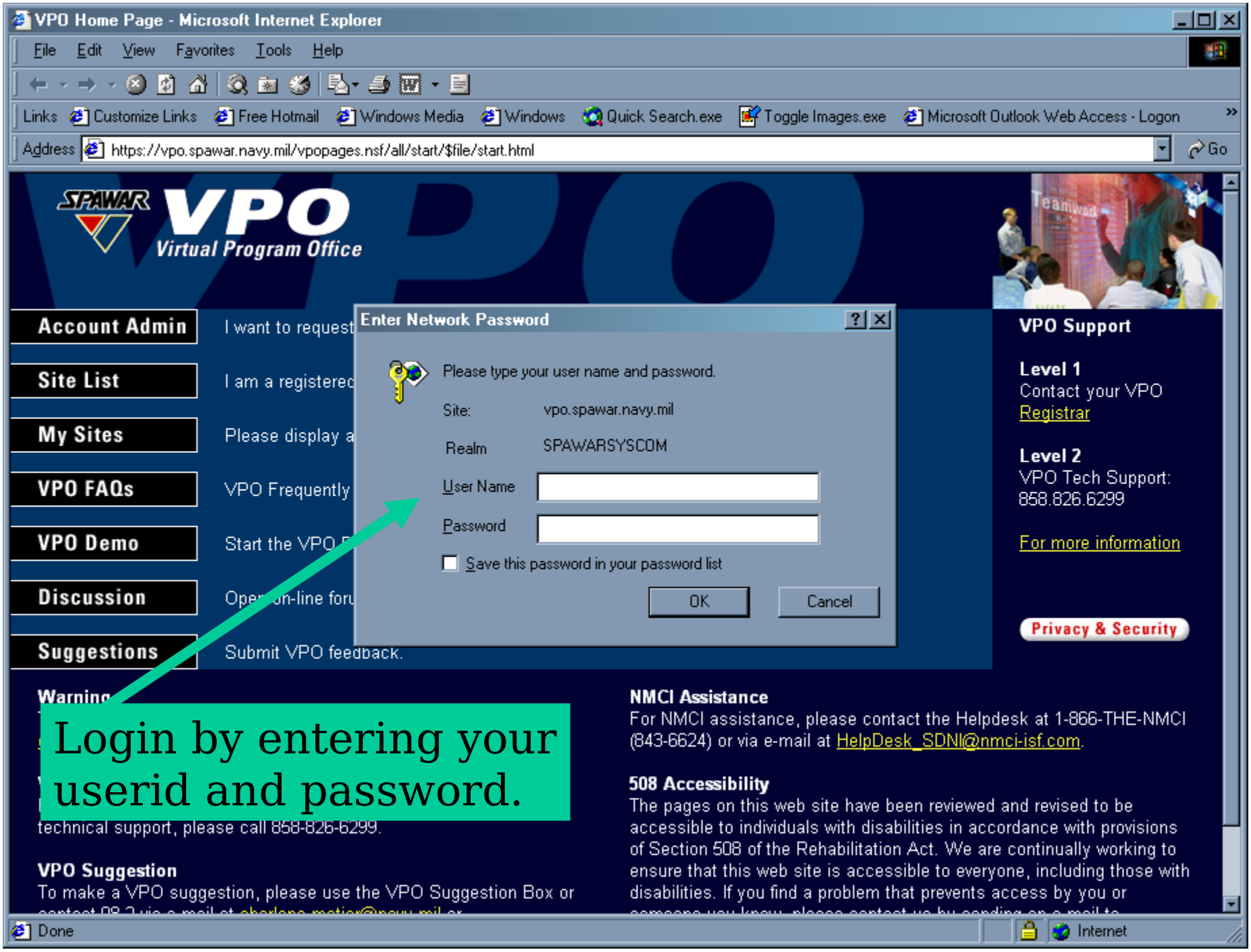
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Please display a
VPO Frequently
Start the VPO
Open on-line foru
Submit VPO feedback.
Enter Network Password
Please type your user name and password.
Site: vpo.spawar.navy.mil
Realm SPAWARSYSCOM
User Name
Password
Save this password in your password list
OK
Cancel
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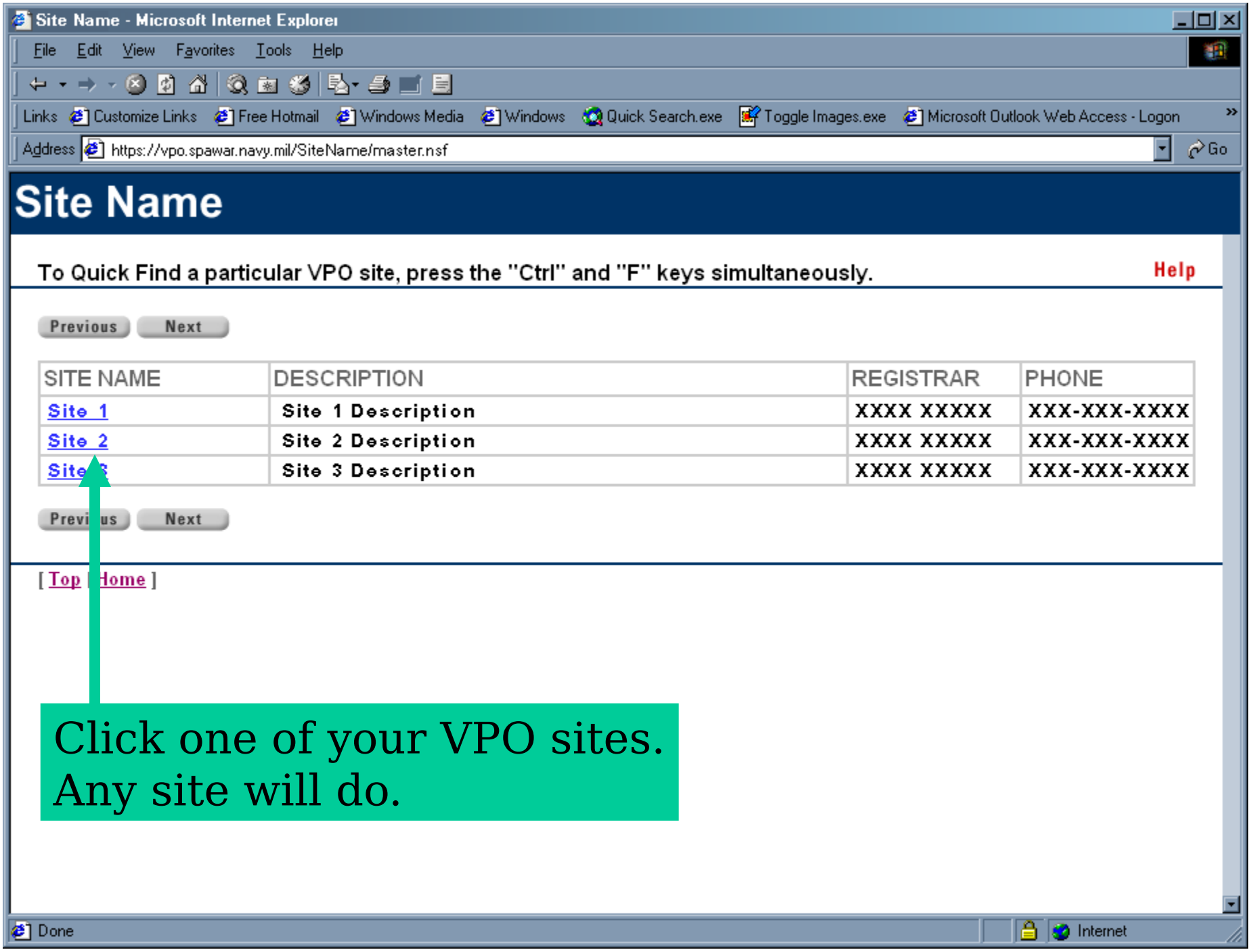
Login by entering your userid and password.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File Edit View Favorites Tools Help
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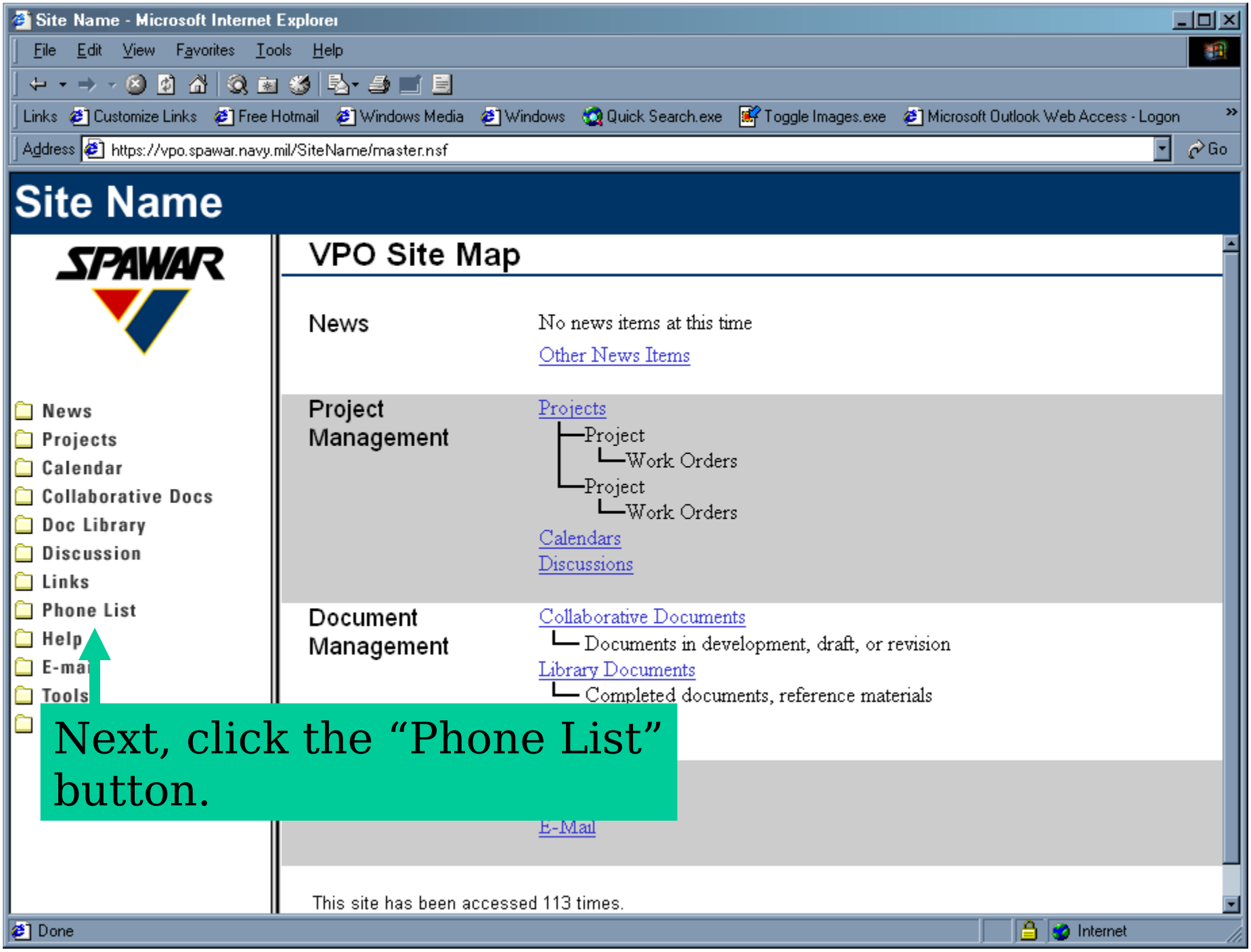
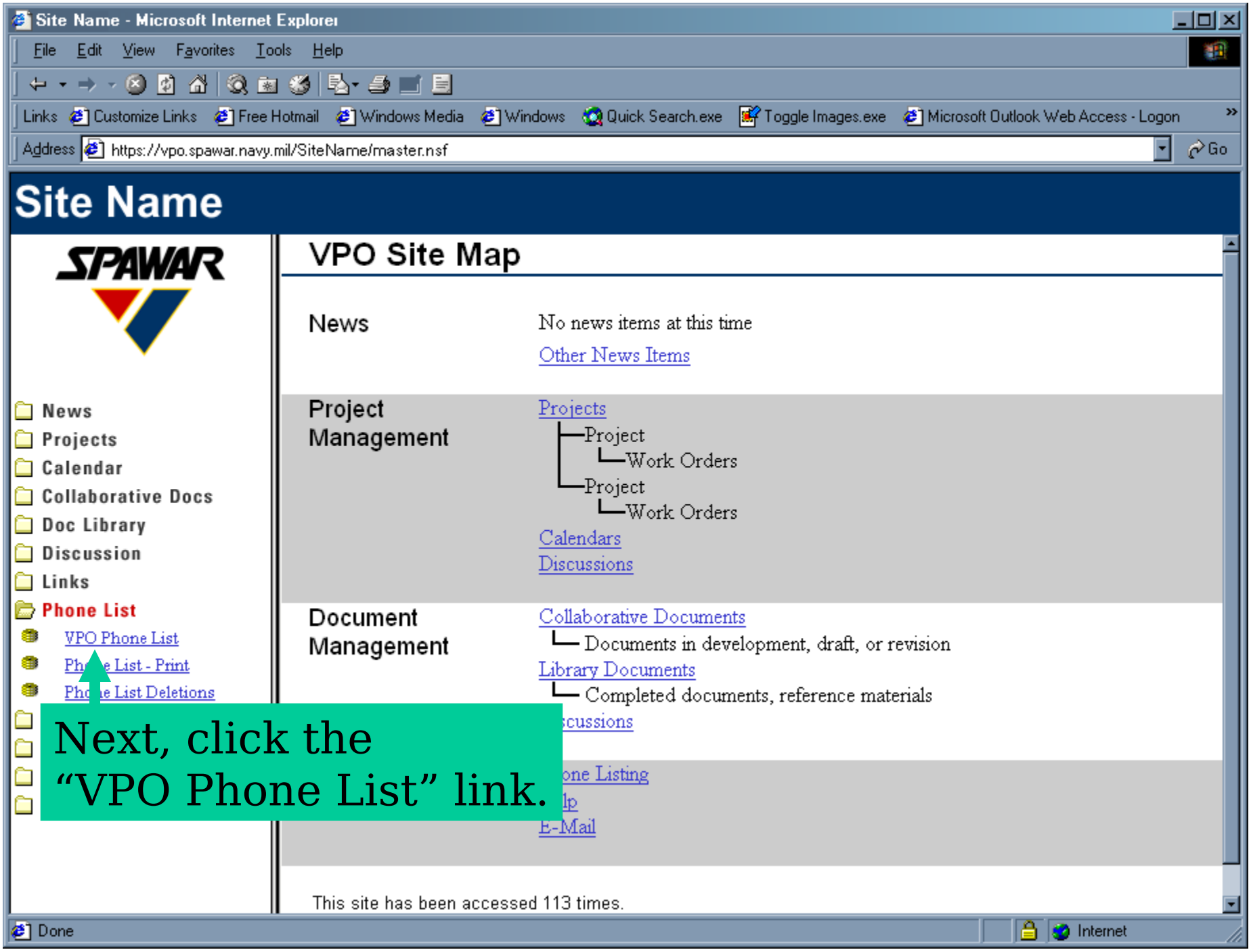
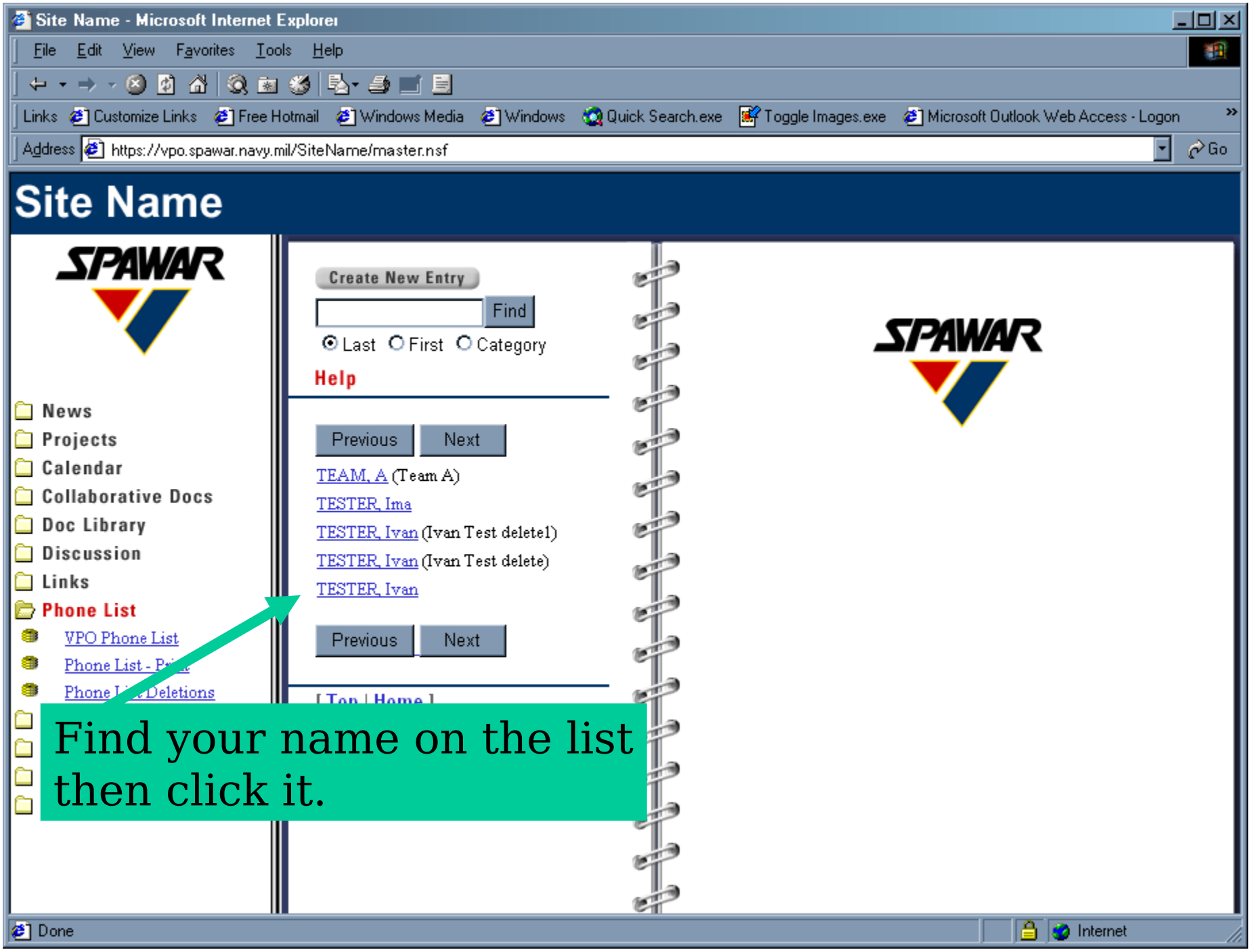
Address https://vpo.spawar.navy.mil/SiteName/master.nsf
Go
Site Name
To Quick Find a particular VPO site, press the "Ctrl" and "F" keys simultaneously.
Help
Previous Next
SITE NAME
DESCRIPTION
REGISTRAR
PHONE
Site 1
Site 1 Description
XXXX XXXXX
XXX-XXX-XXXX
Site 2
Site 2 Description
XXXX XXXXX
XXX-XXX-XXXX
Site 3
Site 3 Description
XXXX XXXXX
XXX-XXX-XXXX
Previous Next
[ Top | Home ]
Click one of your VPO sites.
Any site will do.
Done
Internet




Next, click the “Phone List” button.




Next, click the "VPO Phone List" link.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Create New Entry
Find
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Help
Previous Next
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TESTER, Ivan (Ivan Test deletel)
TESTER, Ivan (Ivan Test delete)
TESTER, Ivan
Previous Next
[ Top | Home ]
News
Projects
Calendar
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Links
Phone List
VPO Phone List
Phone List - Pr
Phone L Deletions
SPAWAR
Find your name on the list then click it.
Done
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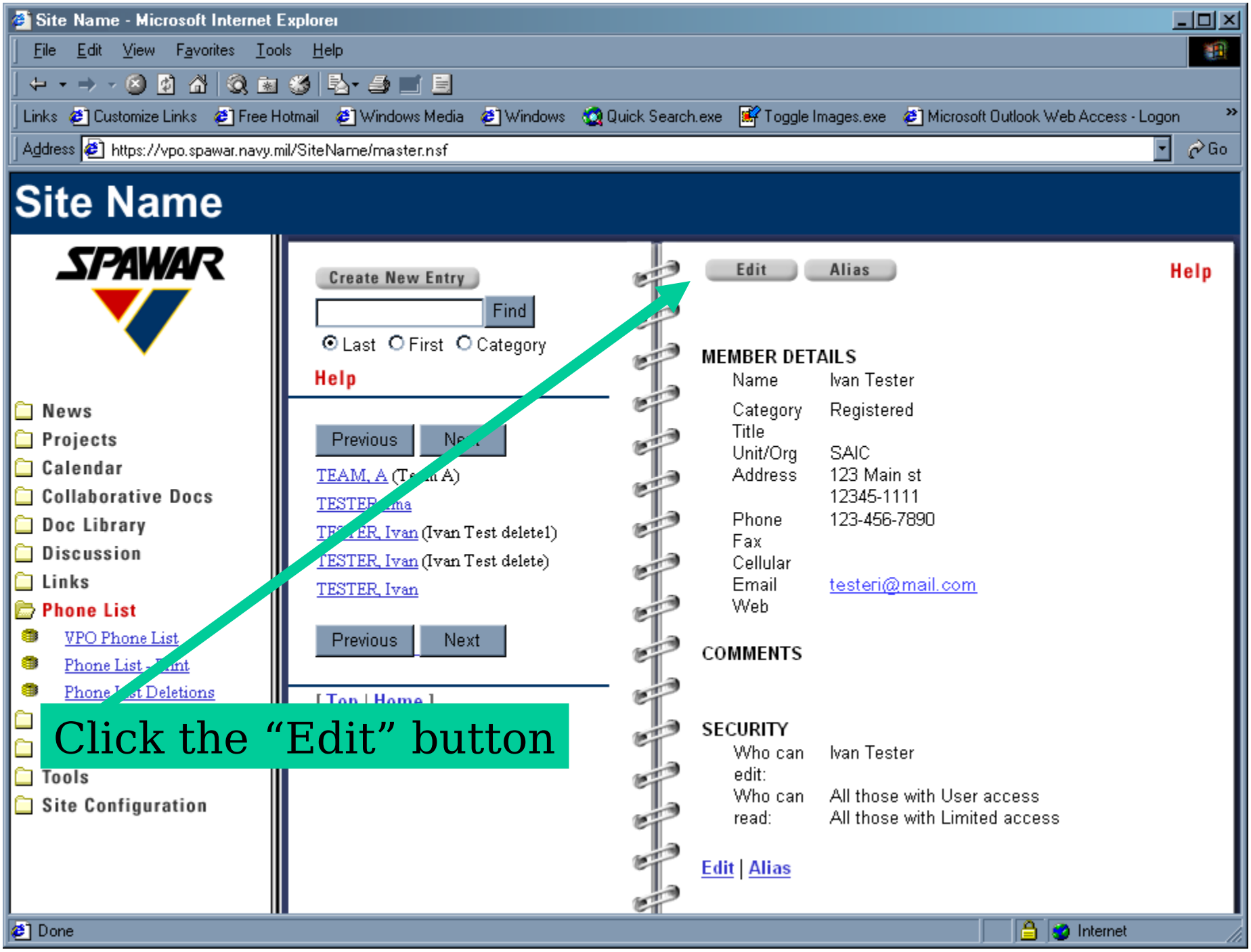
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Calendar
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Doc Library
Discussion
Links
Phone List
VPO Phone List
Tools
Site Configuration
Create New Entry
Find
Last First Category
Help
Previous
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TESTER, Ivan (Ivan Test delete)
TESTER, Ivan
Previous
Next
Edit
Alias
Help
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Name Ivan Tester
Category Registered
Title
Unit/Org SAIC
Address 123 Main st
12345-1111
Phone 123-456-7890
Fax
Cellular
Email testeri@mail.com
Web
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SECURITY
Who can edit: Ivan Tester
Who can read: All those with User access
All those with Limited access
Edit | Alias
Click the "Edit" button
Done
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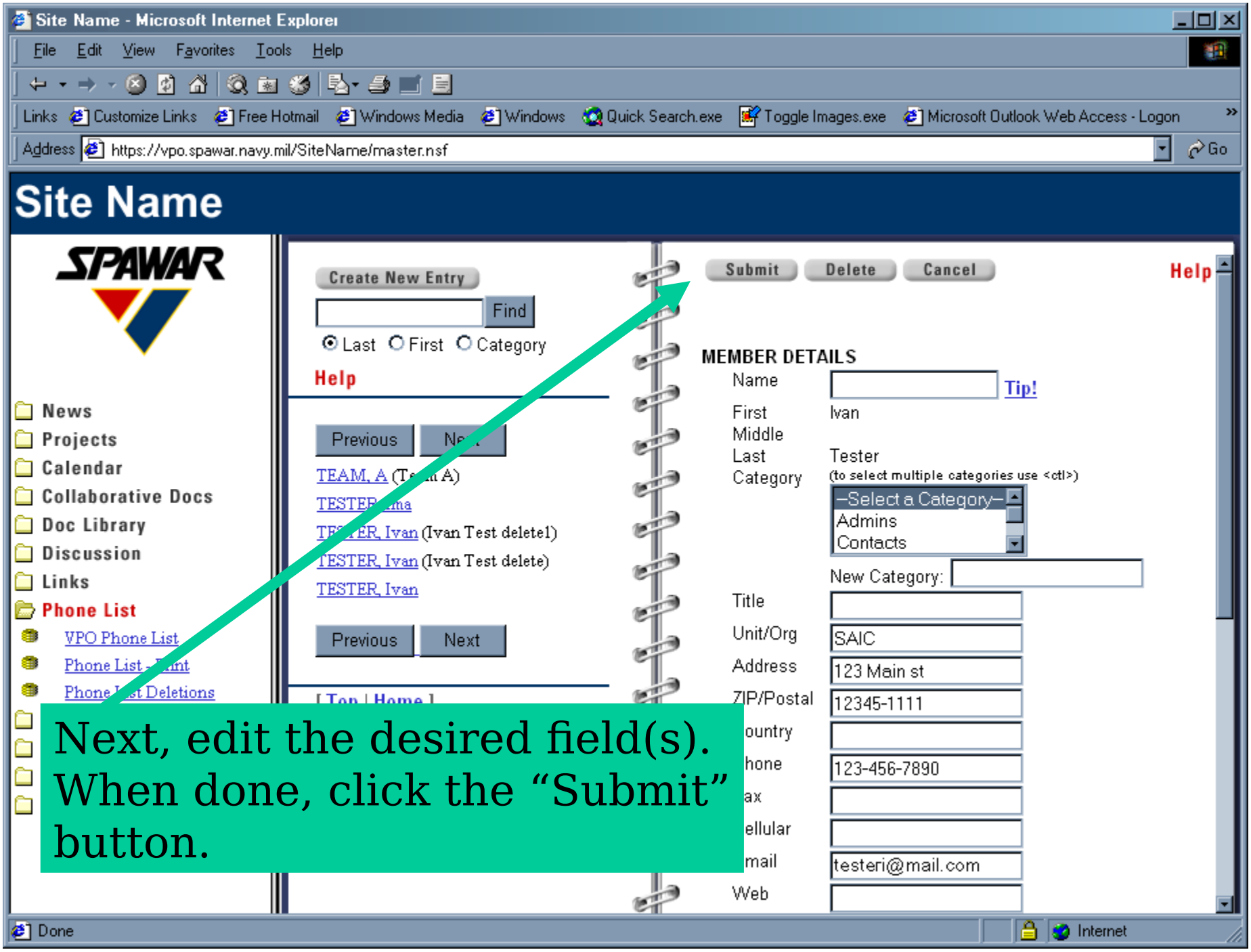
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Site Name
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News
Projects
Calendar
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Doc Library
Discussion
Links
Phone List
VPO Phone List
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First Ivan
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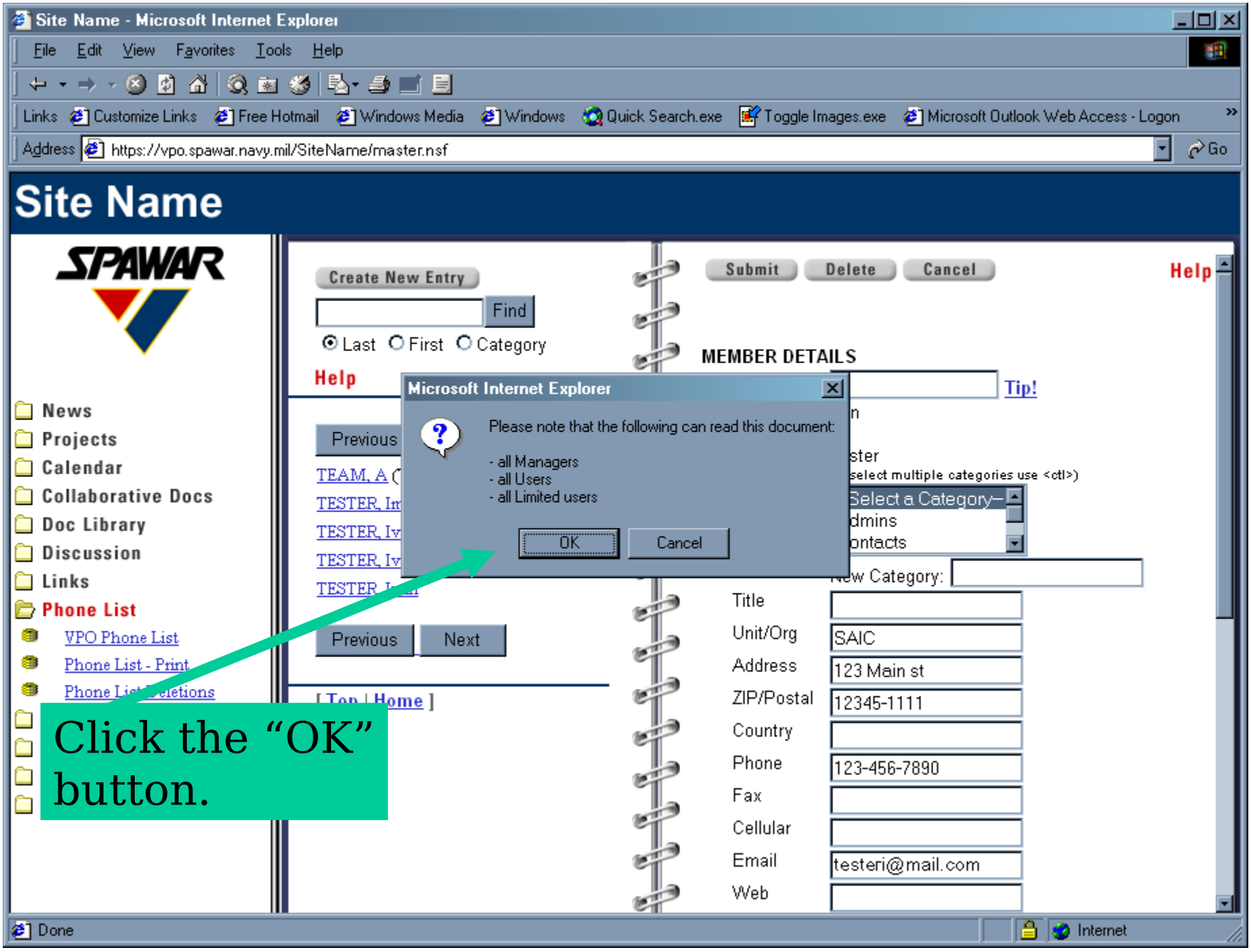
Last Tester
Category
(to select multiple categories use <ctl>)
--Select a Category--
Admins
Contacts
New Category:
Title
Unit/Org SAIC
Address 123 Main st
ZIP/Postal 12345-1111
Phone 123-456-7890
Email testeri@mail.com
Web
Next, edit the desired field(s). When done, click the "Submit" button.
Done
Internet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SPAWAR
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Calendar
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VPO Phone List
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TEAM, A
TESTER, Im
TESTER, Iv
TESTER, Iv
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- all Managers
- all Users
- all Limited users
OK
Cancel
Submit Delete Cancel
Help
MEMBER DETAILS
Tip!
ster
select multiple categories use <ctl>)
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ontacts
New Category:
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Unit/Org SAIC
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ZIP/Postal 12345-1111
Country
Phone 123-456-7890
Fax
Cellular
Email testeri@mail.com
Web
Click the "OK" button.
Done
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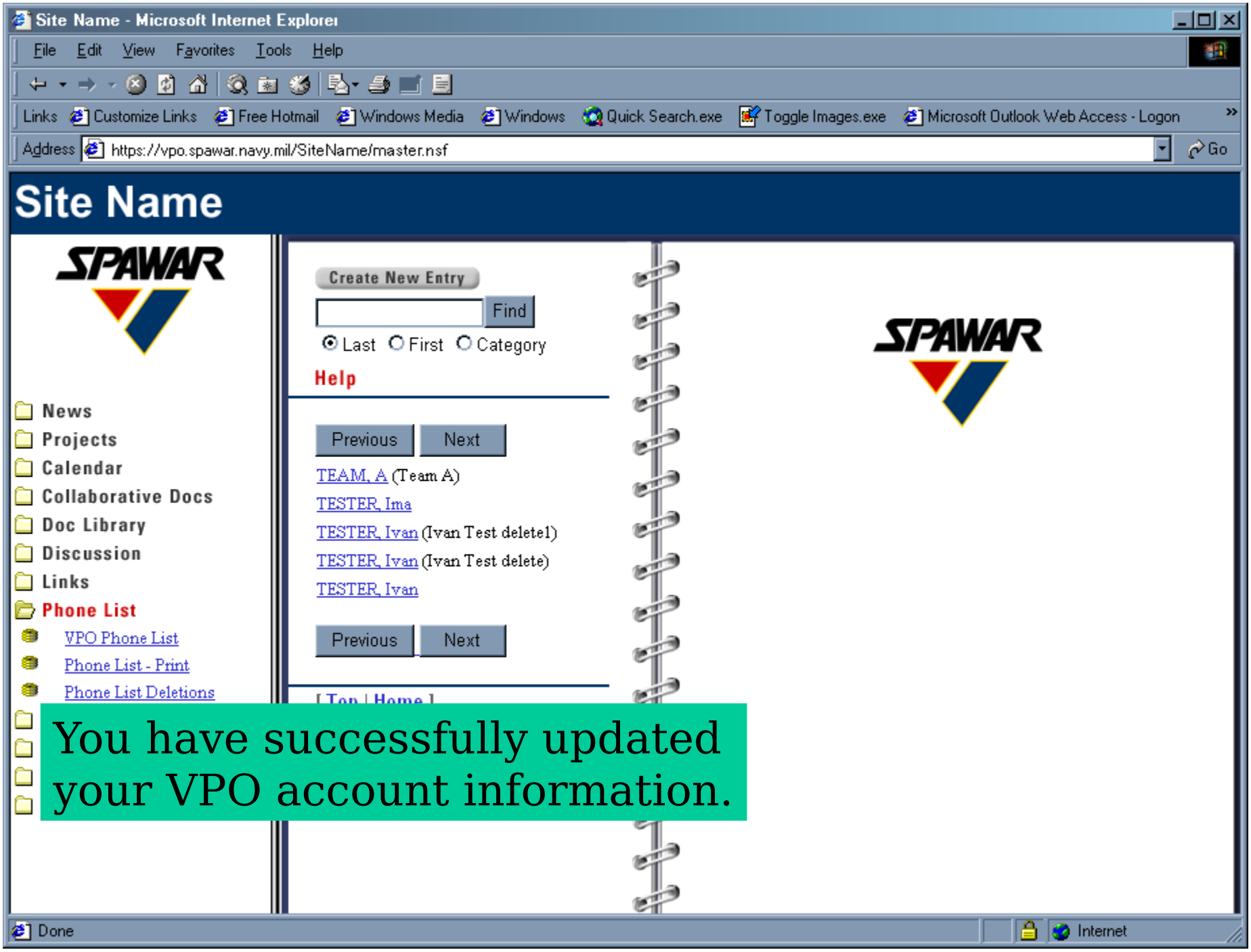
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Done
Internet